



## **Table of Contents**

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To log onto the Powell Bill Reporting System, you will need your Enterprise Business Services (EBS) Portal User ID and password. If you have forgotten your ID or password, call NCDOT SAP Support Services at 919-707-2208 or send an email to [DOTITSAPSupportServices@ncdot.gov](mailto:DOTITSAPSupportServices@ncdot.gov). Notify the SAP Support Services personnel that you are an external user for the Powell Bill Program. You will need to provide the eight-digit number entered on your access authorization form.

1. Navigate to <https://ebs.nc.gov/iri/portal>. The **Enterprise Business Services (EBS) Portal** log on screen displays. (Figure 1)
2. Enter your **EBS Portal User ID** in the **User** field.
3. Enter your **EBS Portal password** in the **Password** field.
4. Click  or press **Enter**. The **EBS Portal Home** screen displays. (Figure 2)
5. Click the **Powell Bill Reporting System** tile. The **Powell Bill Reporting System Home** screen displays. (Figures 2 & 3)

The screenshot shows the Enterprise Business Services login page. On the left is the Great Seal of the State of North Carolina. To its right is the text "Enterprise Business Services". On the far right is a login form with fields for "User" and "Password", both marked with a red asterisk. Below the password field is the text "Passwords are case sensitive". A "Log On" button is positioned below the password field. At the bottom right, there are links for "Login Help" and "Browser Support".

Figure 1

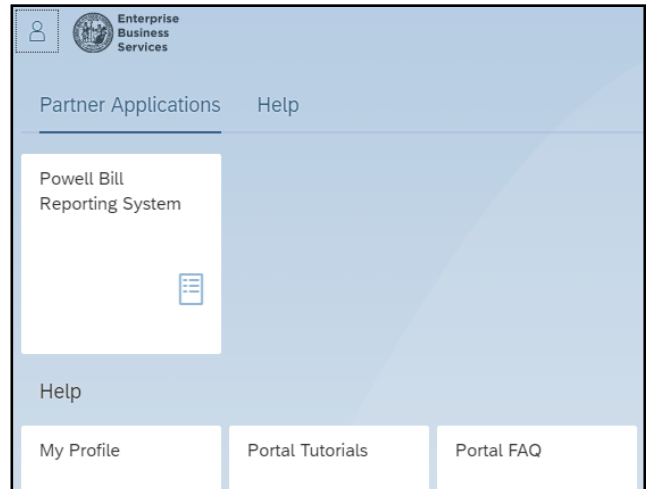
The screenshot shows the EBS Portal Home screen. At the top left is a user profile icon and the text "Enterprise Business Services". Below this is a navigation bar with "Partner Applications" and "Help". The main content area features a large tile for the "Powell Bill Reporting System" with a document icon. Below this tile is a "Help" link. At the bottom, there are three buttons: "My Profile", "Portal Tutorials", and "Portal FAQ".

Figure 2

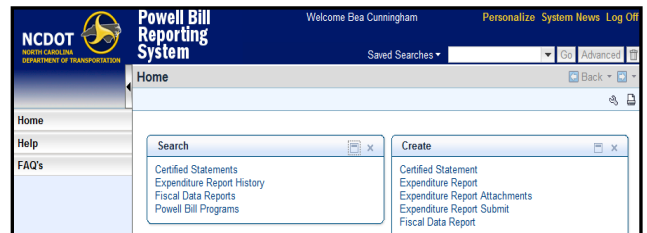
The screenshot shows the Powell Bill Reporting System Home screen. At the top is a header bar with the NCDOT logo, the text "Powell Bill Reporting System", and a welcome message "Welcome Ben Cunningham". To the right of the welcome message are links for "Personalize", "System News", and "Log Off". Below the header is a "Saved Searches" dropdown menu and a "Go" button. The main content area is divided into two columns: "Search" and "Create". The "Search" column lists "Certified Statements", "Expenditure Report History", "Fiscal Data Reports", and "Powell Bill Programs". The "Create" column lists "Certified Statement", "Expenditure Report", "Expenditure Report Attachments", "Expenditure Report Submit", and "Fiscal Data Report".

Figure 3

### Powell Bill Unit

[NCDOT\\_PowellBill@ncdot.gov](mailto:NCDOT_PowellBill@ncdot.gov)

919-707-4586

(For Powell Bill Reporting System help or if you forget your eight-digit number.)

### SAP Support Services

[DOTITSAPSupportServices@ncdot.gov](mailto:DOTITSAPSupportServices@ncdot.gov)

919-707-2208


Hours: 7:00AM — 5:00PM (Mon — Fri)

(For user ID and password help only. You must provide your eight-digit number to the support personnel.)

### Powell Bill website

<https://connect.ncdot.gov/municipalities/State-Street-Aid/>



- Click  to print the Help Guide. (Figure 1)  
**Note:** Place cursor in dark area above or beside document to display hidden toolbar icons, if needed.

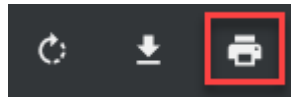


Figure 1





- Click  to enlarge the Help Guide to view screenshot details, if desired. (Figure 2)
- Click  to decrease the size of the Help Guide, if necessary.



Figure 2

- Click  to hide the Navigation panel on the left side of the screen or click  to display it. (Figure 3)

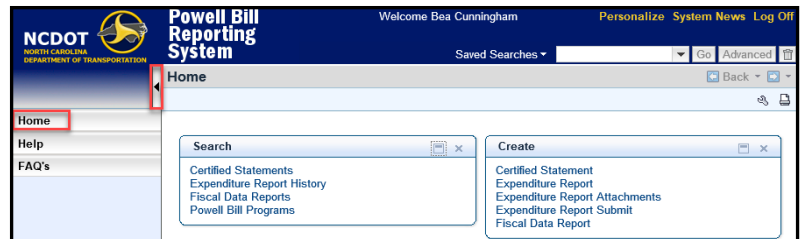
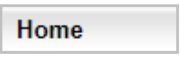
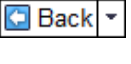






Figure 3

- Click  to return to the **Powell Bill Reporting System Home** screen. (Figure 3)
- Click  to navigate to the previous screen or click  to navigate to the next screen. (Figure 4)
- Click  to the left of a heading to expand a section or click  to collapse a section. (Figure 4)
- Click  to automatically scroll back to the top of the screen. (Figure 4)

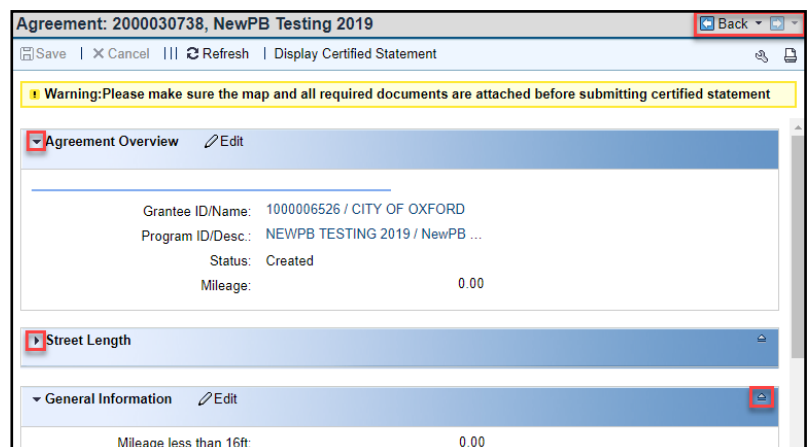
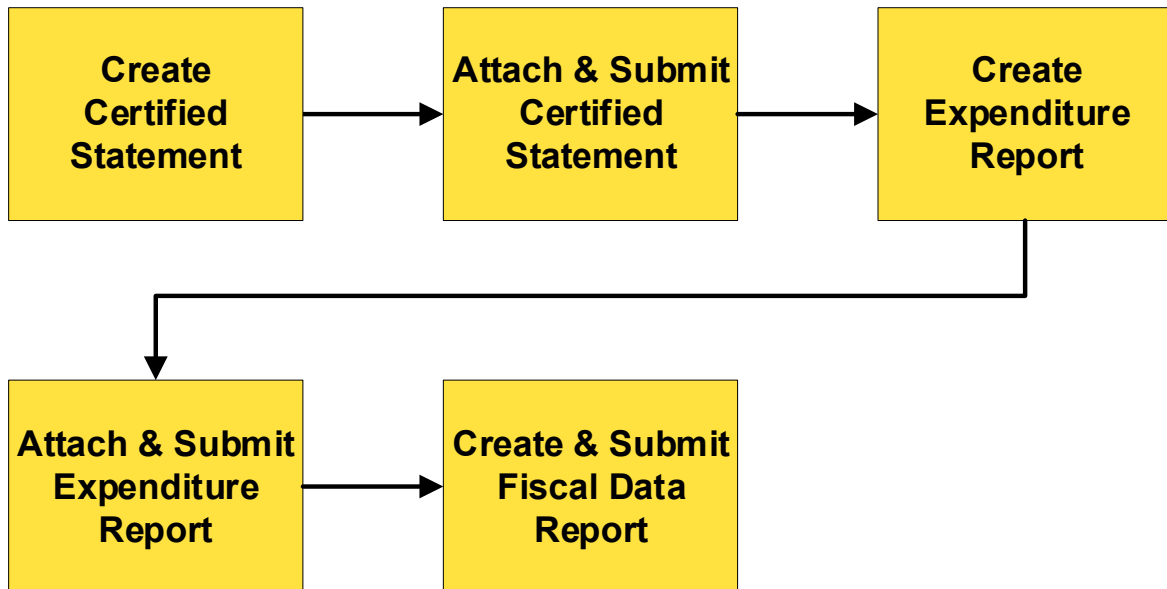


Figure 4



Municipalities use the following process flow within the Powell Bill program. Depending on your role, an end user from their municipality may perform one or multiple steps in the process.








Use this procedure to enter mileage, street type and required relevant information for your municipality in order to qualify for annual Powell Bill funds granted by the State Legislature.

1. Click the **Powell Bill Reporting System** tile, if necessary. The **Powell Bill Reporting System Home** screen displays. (Figure 1)
2. Click **Certified Statement** in the **Create** section. The **Search: Grantor Agreements** screen displays. (Figures 1 & 2)
3. Click the **Agreement ID number** in the **Result List**. The **Agreement: [ID number]** screen displays. (Figures 2 & 3)

**Note:** The Agreement ID is specific to your login and municipality.

4. Review the yellow warning message. (Figure 3)
5. Click  in the **Street Length** section to enter street mileage for each surface type. (Figure 3)

Use the Tab key to navigate through the columns in the **Street Length** section.

6. Click  in the **County** column, then select the desired county. (Figure 4)
7. Enter the *appropriate mileage value* in the **Dirt Surfaced** column, if applicable. (Figure 4)
8. Enter the *appropriate mileage value* in the **Soil, Stone or Gravel Type** column, if applicable. (Figure 4)
9. Enter the *appropriate mileage value* in the **Hard Surface** column, if applicable. (Figure 4)
10. Press **Enter** to update the *total miles for all three surface types* in the **Mileage** field in the **Agreement Overview** section. (Figure 4)
11. Repeat steps 6—10 for additional counties as needed.
12. Click  in the **General Information** section to enter or select values as needed. (Figure 5)

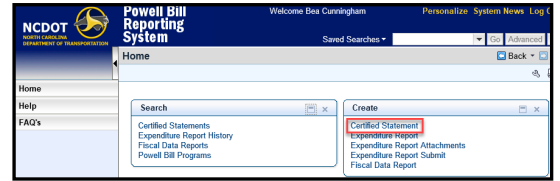


Figure 1

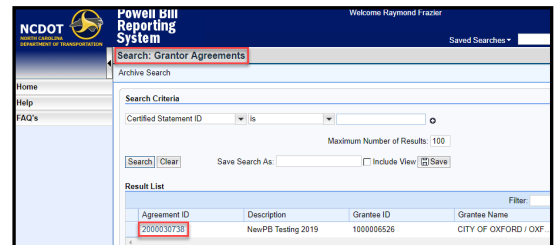


Figure 2

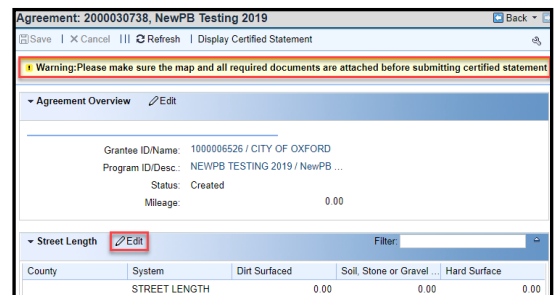


Figure 3

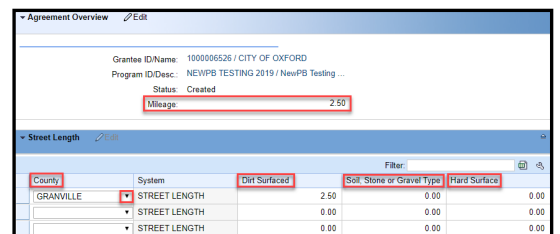


Figure 4

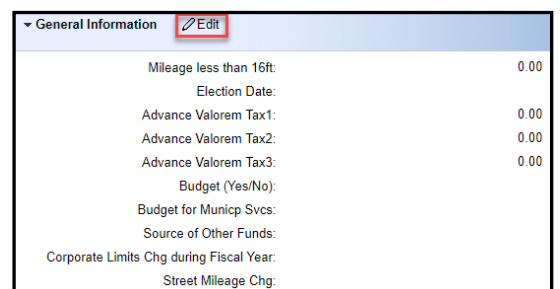


Figure 5



**Note:** Place the cursor over any field in the **General Information** section to display additional details. (Fig. 6)

Reference Figure 7 for Steps 13 — 22

13. Enter the *total mileage for sections of road less than 16 feet wide* in the **Mileage less than 16ft.** field.

14. Click  in the **Election Date** field to select a date.

15. Enter the *appropriate per \$100 rate value* in the **Advance Valorem Tax1** field.


**Note:** Enter 0 for first allocation.

16. Enter the *appropriate total ad valorem tax levied value* in the **Advance Valorem Tax2** field.

**Note:** Enter 0 for first allocation.

17. Enter the *appropriate total cash collections value* in the **Advance Valorem Tax3** field.

**Note:** Enter 0 for first allocation.

18. Click  in the **Budget (Yes/No)** field, then select **Yes** or **No**.


**Note:** Municipalities must have a formally adopted budget ordinance in compliance with the General Statute to qualify for the program.

19. Enter the *appropriate municipal services paid for in the budget* in the **Budget for Municp Svcs** field.

*For yellow and green forms only*

**Note:** If **Yes** was selected for Step 18, then choose at least two of the following: water distribution; sewage collection or disposal; garbage and refuse collection or disposal; fire protection; police protection; street maintenance, construction, or right-of-way acquisition; or street lighting.

20. Enter the *appropriate value* in the **Source of Other Funds** field.

21. Click  in the **Corporate Limits Chg during Fiscal Year** field, then select **Yes** or **No**.

**Note:** If **Yes** is selected, then a 3rd page is automatically created for the Certified Statement and must be completed. In addition, an updated Streets Listing and Powell Bill map are required.

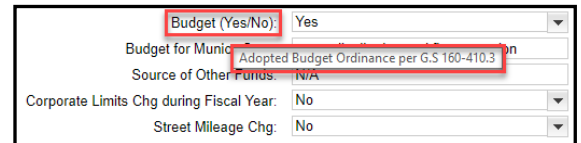


Figure 6

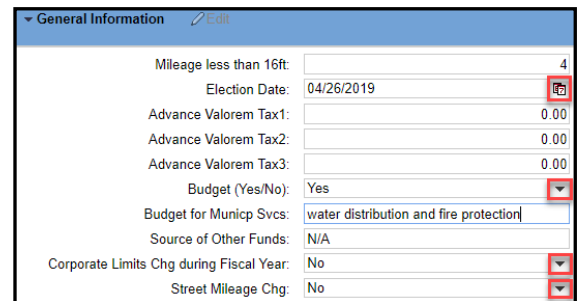



Figure 7




22. Click  in the **Street Mileage Chg** field, then select **Yes** or **No**.


**Note:** If **Yes** is selected, then a 3rd page is automatically created for the Certified Statement and must be completed. In addition, an updated Streets Listing and Powell Bill map are required.

23. Click  **Save**. (Figures 8 & 9)

The following message displays:

*Agreement 2XXXXXXXXX has been saved.*


24. Click  **Display Certified Statement**. Review the Certified Statement that displays in a separate window. (Figures 9 & 10)

25. Click  to print statement. (Figure 10)

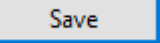
**Note:** Place cursor in dark section above statement to display hidden toolbar icons, if necessary.


### Save Statement, if necessary


If you do not want to save the certified statement proceed to *Sign and Scan Statement*.

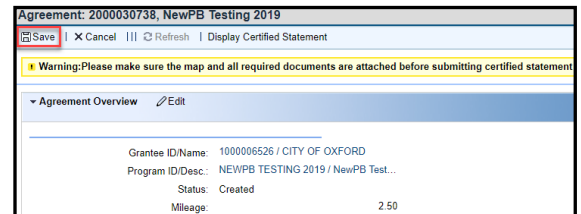
26. Click  to save the statement to your computer, if desired. (Figure 10)

27. Enter a *desired file name* in the **File name:** field. For example, your municipality name followed by Certified Statement (i.e. Granville County Certified Statement). (Figure 11)

28. Click  **Save**. (Figure 11)

29. Click  in the top-right corner to close the printable form. (Figure 10)

**Note:** The "X" changes from grey to  when the cursor is placed over it as shown in the screenshot.



Agreement: 2000030738, NewPB Testing 2019

Save | X Cancel | III Refresh | Display Certified Statement

Warning: Please make sure the map and all required documents are attached before submitting certified statement

Agreement Overview Edit

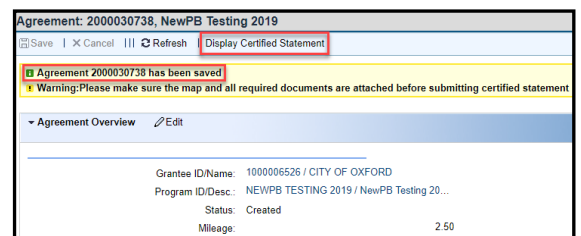
Grantee ID/Name: 1000006526 / CITY OF OXFORD

Program ID/Desc: NEWPB TESTING 2019 / NewPB Test...

Status: Created

Mileage: 2.50

Figure 8



Agreement: 2000030738, NewPB Testing 2019

Save | X Cancel | III Refresh | Display Certified Statement

Agreement 2000030738 has been saved

Warning: Please make sure the map and all required documents are attached before submitting certified statement

Agreement Overview Edit

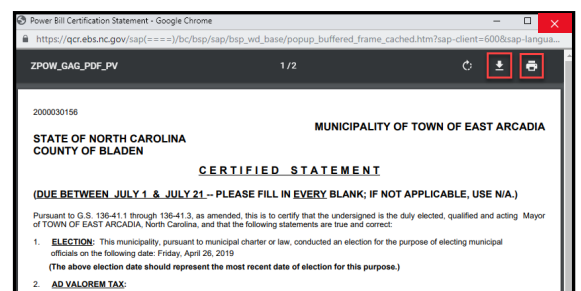
Grantee ID/Name: 1000006526 / CITY OF OXFORD

Program ID/Desc: NEWPB TESTING 2019 / NewPB Testing 20...

Status: Created

Mileage: 2.50

Figure 9



Power Bill Certification Statement - Google Chrome

https://qcr.ebs.nc.gov/sap/.../bc/bsp/sap/bsp\_wd\_base/popup\_buffered\_frame\_cached.htm?sap-client=600&sap-langua...

ZPOW\_GAG\_PDF\_PV 1 / 2

2000030156

STATE OF NORTH CAROLINA  
COUNTY OF BLADEN

MUNICIPALITY OF TOWN OF EAST ARCADIA

**CERTIFIED STATEMENT**

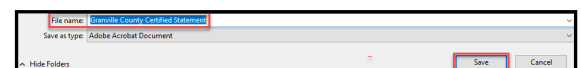
(DUE BETWEEN JULY 1 & JULY 21 -- PLEASE FILL IN EVERY BLANK; IF NOT APPLICABLE, USE N/A.)

Pursuant to G.S. 136-41.1 through 136-41.3, as amended, this is to certify that the undersigned is the duly elected, qualified and acting Mayor of TOWN OF EAST ARCADIA, North Carolina, and that the following statements are true and correct:

1. **ELECTION:** This municipality, pursuant to municipal charter or law, conducted an election for the purpose of electing municipal officials on the following date: Friday, April 26, 2019  
(The above election date should represent the most recent date of election for this purpose.)

2. **AD VALOREM TAX:**

Figure 10



File name: Granville County Certified Statement

Save as type: Adobe Acrobat Document

Save Cancel

Figure 11



## Sign and Scan Statement

30. Obtain all required signatures on printed statement. (Figure 12)
31. Affix seal to signed statement.  
**Note:** All raised (embossed) seals must be shaded with a No. 2 pencil prior to scanning.
32. Scan signed and sealed statement, Streets Listing and, if applicable, a new Powell Bill map.
33. Save scanned file(s) to your computer to attach.  
For additional instructions, proceed to *Attach and Submit Certified Statement* procedure.
34. Click [Home](#) to return to the **Powell Bill Reporting System** home page, if desired. (Figure 13)

2000030156

STATE OF NORTH CAROLINA  
COUNTY OF BLADEN

MUNICIPALITY OF TOWN OF EAST ARCADIA

**CERTIFIED STATEMENT**

(DUE BETWEEN JULY 1 & JULY 21 -- PLEASE FILL IN EVERY BLANK; IF NOT APPLICABLE, USE N/A.)

Pursuant to G.S. 136-41.1 through 136-41.3, as amended, this is to certify that the undersigned is the duly elected, qualified and acting Mayor of TOWN OF EAST ARCADIA, North Carolina, and that the following statements are true and correct:

- ELECTION:** This municipality, pursuant to municipal charter or law, conducted an election for the purpose of electing municipal officials on the following date: Friday, April 26, 2019  
(The above election date should represent the most recent date of election for this purpose.)
- AD VALOREM TAX:**
  - That this municipality has levied for the current fiscal year ending June 30, 2020, an ad valorem tax upon all taxable property within its corporate limits, and that the current ad valorem tax rate per \$100 valuation is: \$0.00  
(Not applicable for first allocation enter "0")
  - That the total ad valorem tax levied for the preceding fiscal year ending June 30, 2019, amounted to: \$0.00  
(Not applicable for first allocation enter "0")
  - That the total cash collections of ad valorem taxes levied for the preceding fiscal year ending June 30, 2019, amounted to: \$0.00  
(Not applicable for first allocation enter "0")
- BUDGET ORDINANCE:**
  - That this municipality has formally adopted a budget ordinance in substantial compliance with G.S. 160-410.3, showing revenue received from all sources and funds appropriated. ☒ Yes ☐ No
  - That this budget ordinance shows that funds have been appropriated for at least two of the following municipal services: garbage and refuse collection; police protection; fire protection; sewage collection or disposal; water distribution; street maintenance; street construction or right-of-way acquisition; street lighting; and zoning. These services are:  
water distribution and fire protection

Figure 12

NC DOT  
NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

**Powell Bill Reporting System**

Welcome Josephine Smith

Agreement: 2000030156, New PB Testing 2019

Save | X Cancel | Refresh | Display Certified Statement

Warning: Please make sure the map and all required documents are attached before

Agreement Overview Edit

Grantee ID/Name: 1000006488 / TOWN OF EAST ARCADIA

Program ID/Desc: NEW PB TESTING 2019 / New PB Testin...

Status: Created

Mileage: 2.50

Figure 13





After obtaining all required signatures and seals, use the following procedure to attach and submit the Certified Statement, Streets Listing and any additional required documentation such as a map, etc.

1. Click the **Powell Bill Reporting System** tile, if necessary. The **Powell Bill Reporting System Home** screen displays.
2. Click **Certified Statements** in the **Search** section. The **Search: Grantor Agreements** screen displays. (Figures 1 & 2)
3. Click the **Agreement ID number** in the **Result List**. The **Agreement: [ID number]** screen displays. (Figures 2 & 3)
4. Click **Attachment** in the **Attachment** section. The **Attachment** dialog box displays. (Figure 3)
5. Enter **Signed Certified Statement** in the **Description** field. (Figure 4)
6. Click , then select the desired file from your computer. (Figure 4)
7. Click .
8. Click . The **Agreement: [ID number]** screen displays. (Figures 4 & 5)  
**Note:** The signed Certified Statement displays as an attachment in the **Attachment** section. Multiple documents may be attached at once.
9. Repeat steps 4 — 8 to attach the Streets Listing and, if applicable, a Certified map and Add/Delete sheet.
10. Click in the **Agreement Overview** section to change the agreement status. (Figure 6)
11. Click in the **Status** field, then select **Submitted**. (Figure 7)

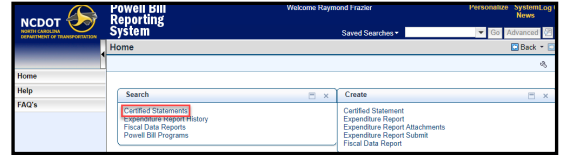


Figure 1

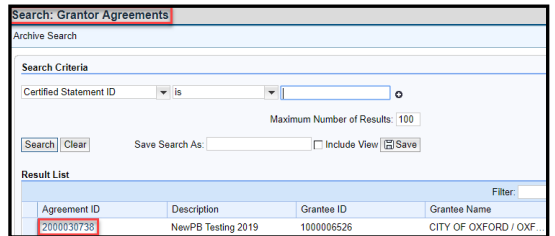


Figure 2

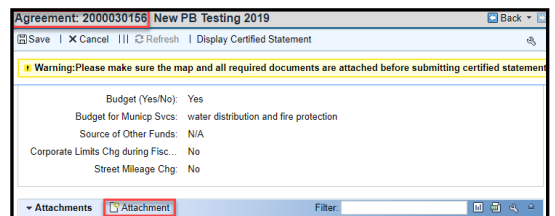


Figure 3

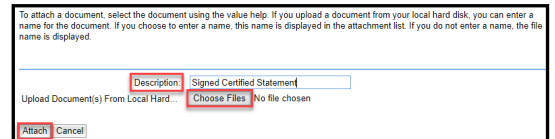


Figure 4

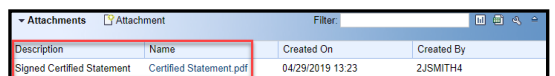


Figure 5

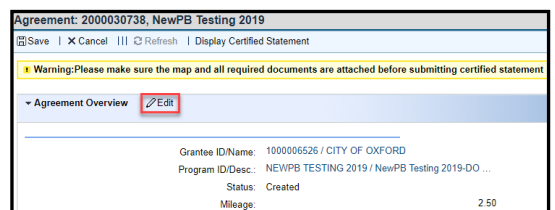


Figure 6

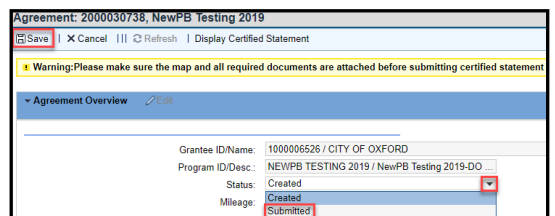



Figure 7




12. Click  Save . (Figure 7)

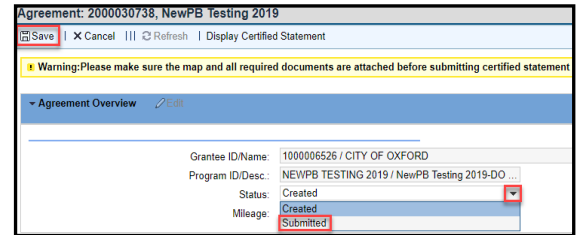
The following message displays:

*Agreement 2XXXXXXXXX has been saved*

**Note:** The saved and submitted agreement has been sent to the Powell Bill Program for review.

13. Ensure *Submitted* displays in the **Status** field. (Figure 8)

14. Click  to return to the **Powell Bill Reporting System** home page, if desired. (Figure 9)



Agreement: 2000030738, NewPB Testing 2019

Save | X Cancel | Refresh | Display Certified Statement

Warning: Please make sure the map and all required documents are attached before submitting certified statement

Agreement Overview

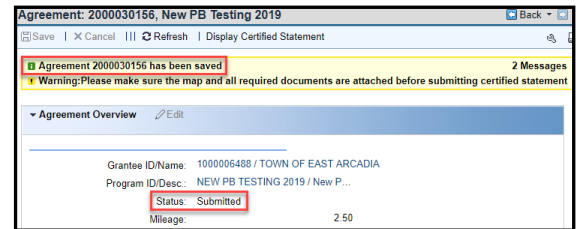
Grantee ID/Name: 1000006526 / CITY OF OXFORD

Program ID/Desc: NEWPB TESTING 2019 / NewPB Testing 2019-DO ...

Status: Created

Mileage: Submitted

Figure 7



Agreement: 2000030156, NewPB Testing 2019

Save | X Cancel | Refresh | Display Certified Statement

Agreement 2000030156 has been saved

Warning: Please make sure the map and all required documents are attached before submitting certified statement

Agreement Overview

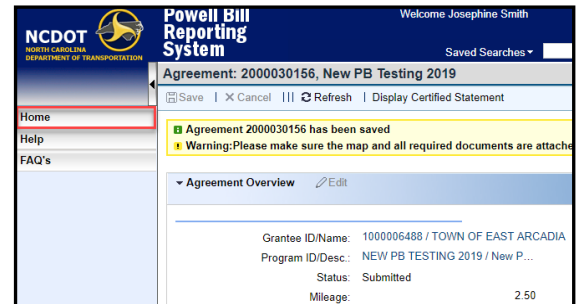
Grantee ID/Name: 1000006488 / TOWN OF EAST ARCADIA

Program ID/Desc: NEW PB TESTING 2019 / New P...

Status: Submitted

Mileage: 2.50

Figure 8



NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

Powell Bill Reporting System

Welcome Josephine Smith

Saved Searches

Home

Help

FAQ's

Agreement: 2000030156, NewPB Testing 2019

Save | X Cancel | Refresh | Display Certified Statement

Agreement 2000030156 has been saved

Warning: Please make sure the map and all required documents are attached before submitting certified statement

Agreement Overview

Grantee ID/Name: 1000006488 / TOWN OF EAST ARCADIA

Program ID/Desc: NEW PB TESTING 2019 / New P...

Status: Submitted

Mileage: 2.50

Figure 9



Use this procedure to report your municipality's Powell Bill revenues and expenditures as governed by the appropriate General Statute.

1. Click the **Powell Bill Reporting System** tile. The **Powell Bill Reporting System Home** screen displays.
2. Click **Expenditure Report** in the **Create** section. The **Search: Change Request Form** screen displays. (Figure 1)
3. Click **Powell Bill Expenditure Report** in the **Change Request Form** column. (Figure 2)  
**Note:** The Expenditure Report specific to your municipality displays.

Reference Figure 3 for Steps 4 — 10.

4. Click ☐ in the **Choose Cash or Accrual Basis** field, then select the appropriate option from the drop-down list.
5. Review the opening balance that displays in the **Beginning Balance on Hand July 1, 2XXX** field.
6. Enter appropriate amount for all shaded fields (R100—R104) in the **Revenues for Powell Bill Streets** section as needed.  
**Note:** Use the Tab key to navigate through the fields. If you have a correction (+ or -) from the previous Expenditure Report, enter the value in R104.
7. Enter a *brief explanation* in the first **R104 Bookkeeping Correction Brief Explanation** field, if necessary.
8. Review the allocation amount that displays in the **Total Powell Bill Allocation received from NCDOT on October 1, 2XXX and January 1, 2XXX** field.
9. Review the penalty amount that displays in the **Penalty** section, if applicable.
10. Review the total revenue amount that displays in the **Total Revenues for Powell Bill Streets (Current Fiscal Year)** field.

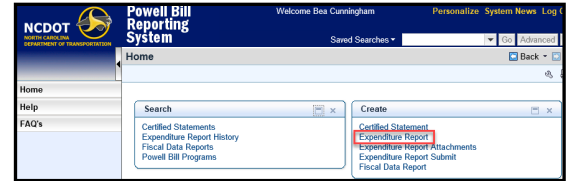


Figure 1

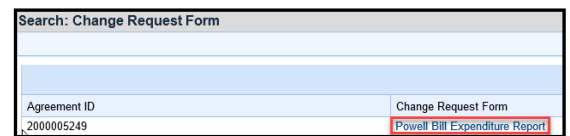


Figure 2

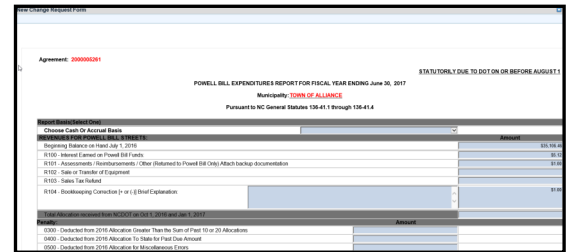


Figure 3



Reference Figure 3 for Steps 11 — 14.

11. Enter appropriate amounts for all shaded fields (E101—E115) in the **Expenditures for Powell Bill Streets** section, as needed.

**Note:** If an amount is entered for E103, the municipality must provide a list of street names that were paved and/or resurfaced in the last fiscal year. Large municipalities may enter *See Attached* in the shaded field and attach a list.


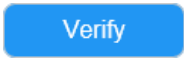


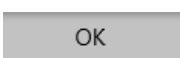
12. Review the total expenditure amount that displays in the **Total Expenditures for Powell Bill Streets (Current Fiscal Year)** field.
13. Review the **Summary** section and the amounts that display in both fields.
14. Review the closing balance that displays in the **Balance on Hand as of June 30, 2XXX (Reserved for Powell Bill)** field.
15. Enter *your full name* in the **Authorizing Name** field. (Figure 4)
16. Click  in the **Date(mm/dd/yyyy)** field, then select a date. (Figure 4)
17. Click  to check the report for errors. (Figure 4)
18. Click  to clear the **No Errors Found — Check Complete** dialog box. (Figure 5)
19. Click . The **Save document...** dialog box displays. (Figures 4 & 6)
20. Click . (Figures 6 & 7) The **New Change Request Form** screen displays the following message:  
*Expenditure Report has been Saved successfully.*  
**Change Request ID — 4XXXXXXXXXX**

Figure 3

Figure 4

Figure 5


Figure 6


Figure 7



21. Record the saved Expenditure Report number to reference when attaching required documentation. (Figure 7)

22. Click **Expenditure Report**. The Expenditure Report displays. (Figures 7 & 8)

23. Click  to print report. (Figure 8)

24. Click  to close the template form. (Figure 8)

25. Click **Home** to return to the **Powell Bill Reporting System** home page. (Figure 9)

26. Obtain all required signatures on report as needed.

27. Affix seal to printed and signed report.  
**Note:** All raised seals must be shaded with a No. 2 pencil.

28. Scan signed and sealed statement.

29. Save file to your computer to attach. For additional instructions, proceed to *Attach and Submit Expenditure Report* procedure.

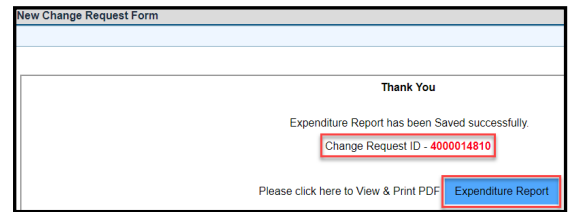


Figure 7

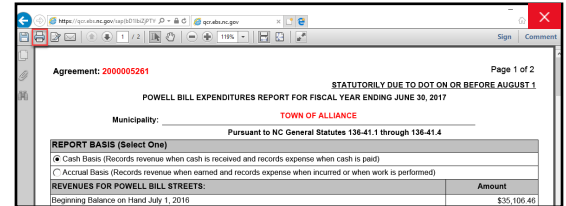


Figure 8

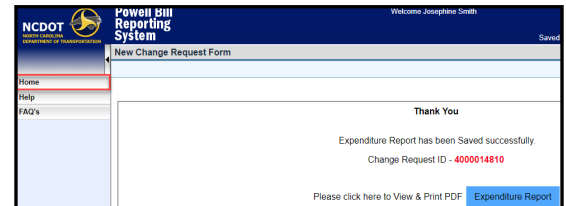

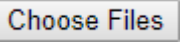
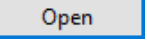

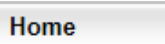


Figure 9



1. Click the **Powell Bill Reporting System** tile. The **Powell Bill Reporting System Home** screen displays.
2. Click **Expenditure Report Attachments** in the **Create** section. The **Search: Grantor Change Request** screen displays. (Figures 1 & 2)
3. Click the **Expenditure Report ID** in the **Result List**. The **Change Request: [CR number]** screen displays. (Figures 2 & 3)
4. Click  **Attachment**. The **Attachment** dialog box displays. (Figure 3)
5. Enter *Signed Expenditure Report* in the **Description** field. (Figure 4)
6. Click , then select the desired file from your computer. (Figure 4)
7. Click . (Figure 5)
8. Click . The **Change Request: [CR number]** screen displays. (Figures 4 & 6)  
**Note:** The signed Expenditure Report displays as an attachment.
9. Repeat steps 4 — 8 as needed to attach additional documentation such as the Paving & Resurfacing file, etc.
10. Click  to return to the **Powell Bill Reporting System** home page. (Figure 7)

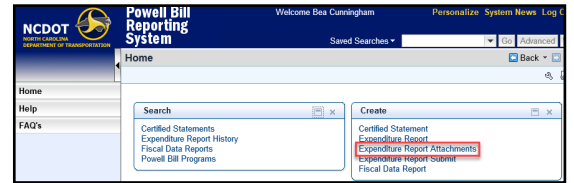


Figure 1

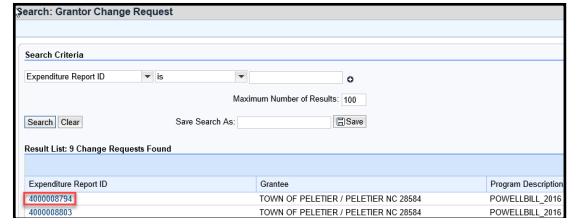


Figure 2

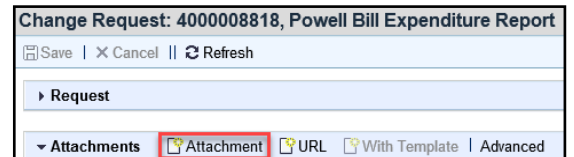


Figure 3

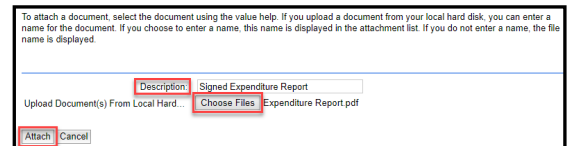


Figure 4



Figure 5

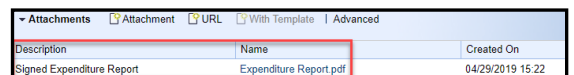


Figure 6

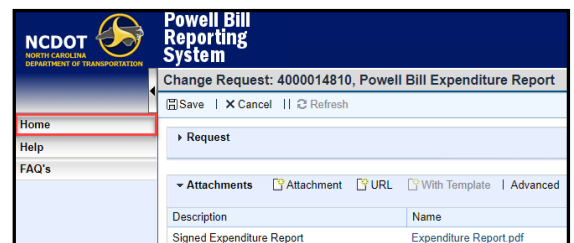


Figure 7



11. Click **Expenditure Report Submit** in the **Create** section. The **Search: Grantor Change Request** screen displays. (Figures 8 & 9)
12. Click the **Expenditure Report ID** in the **Expenditure/Fiscal Report** column. The Expenditure report displays. (Figures 9 & 10)
13. Scroll to the bottom of the report, then select the **G.S. 136-41.3** checkbox. (Figure 10)
14. Ensure *your full name* displays in the **Authorizing Name** field. (Figure 10)
15. Ensure the appropriate date displays in the **Date(mm/dd/yyyy)** field. (Figure 10)
16. Click **Finalize & Submit**. The **Submit document...** dialog box displays. (Figures 10 & 11)
17. Click **OK**. The **Edit Change Request — [CR number]** screen displays the following message:  
*Your Expenditure Report has been Submitted successfully..*  
*Change Request ID — 4XXXXXXXXXX*  
(Figures 11 & 12)  
  
**Note:** The saved and submitted report indicates it has been sent to the Powell Bill Program.
18. Click **Home** to return to the **Powell Bill Reporting System** home page. (Figure 12)

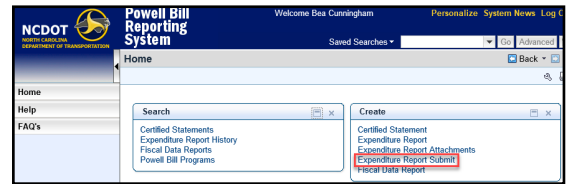


Figure 8



Figure 9



Figure 10

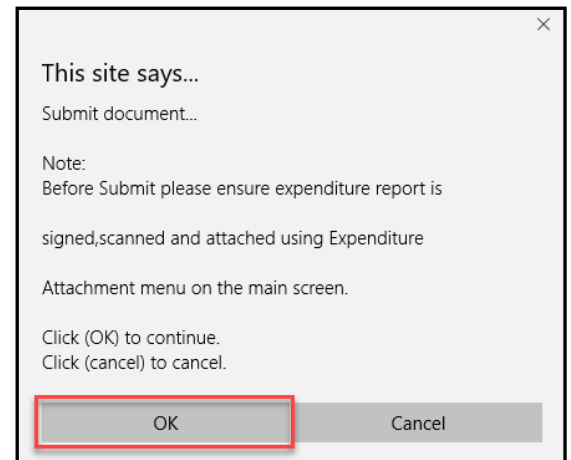


Figure 11

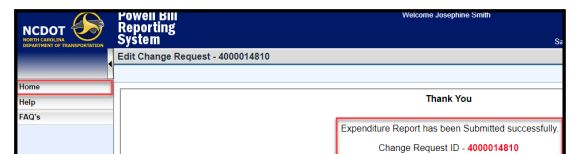


Figure 12





Use this procedure to reflect all expenditures made for municipal streets only during the reporting fiscal year.

1. Click the **Powell Bill Reporting System** tile. The **Powell Bill Reporting System Home** screen displays.
2. Click **Fiscal Data Report** in the **Create** section. The **Search: Change Request Form** screen displays. (Figures 1 & 2)
3. Click **Powell Bill Fiscal Report** in the **Change Request Form** column. (Figure 2)  
**Note:** The Fiscal Data Report specific to your municipality displays.

Reference Figure 3 for Steps 4 — 10.

**The Fiscal Data Report now accepts decimals. If the cents are below \$.50, the amount remains the same. If the cents are above \$.50, the Fiscal Data Report automatically rounds cents to the nearest dollar.**

4. Enter the appropriate amount in the **Payment to State:** section.
5. Enter amounts for each field in the **Disbursements For:** section applicable for your municipality.  
**Note:** These amounts are for all funds received for street purposes only, NOT just Powell Bill funds.
6. Click ☐ in the field to select an option from the drop-down list only if a value was entered for Line 8.
7. Review the amount that displays in the **Total Disbursements** field.
8. Enter the appropriate amount in the **Capital and Operating Funds: Balance** field.
9. Enter the appropriate amount in the **Debt Funds Balance** field.
10. Review the amount that displays in the **Total Funds Accounted For** field.

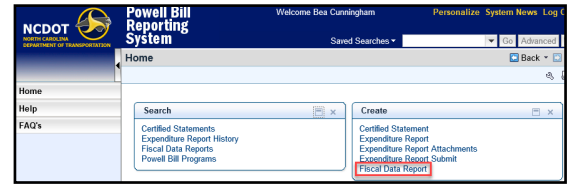


Figure 1

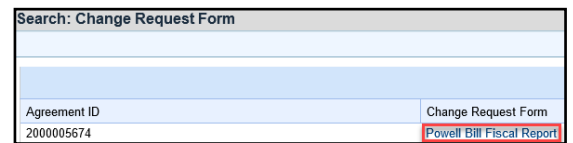


Figure 2

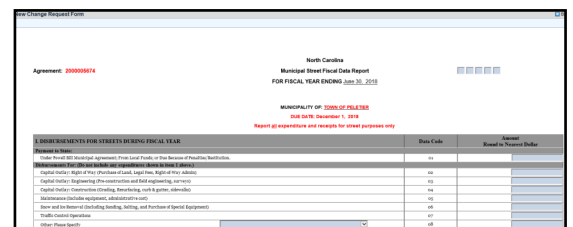


Figure 3





Reference Figure 3 for Steps 11 — 18.

11. Enter amounts for each field in the **Receipts from Local Government Sources** section that are applicable for your municipality.

**Note:** The money could be receipts from the General Fund, Proceeds from Bonds, etc.

12. Click ☐ in the fields for Lines 23, 26, 31 & 33 to select an option from the drop-down list only if a value was entered for any of these lines.
13. Enter *total funds received for October and January* in the **Powell Bill Funds Received/Allowed: October 1, 2XXX & January 1, 2XXX** field on Line 30.
14. Enter amounts for each field in the **Receipts from Federal Government** section if applicable for your municipality.
15. Review the amount that displays in the **Total Receipts** field on Line 34.
16. Enter the appropriate amount for the **Capital & Operating Funds: Balance—Fiscal YR Beginning July 1, 2XXX** field on Line 35.
- Note:** Enter a value in this field if the municipality only receives Powell Bill funds.
17. Review the amount that displays in the **Total Funds Available (Total Receipts plus Balance Fiscal YR)** field.
18. Ensure amounts in the **Total Funds Accounted For** field on Line 18 and the **Total Funds Available** field on Line 37 are equal.
- Note:** A message will display if the amounts do not match.
19. Enter *your full name* in the **Name** field. (Figure 4)
20. Enter *your job title* in the **Title** field. (Figure 4)
21. Enter the *appropriate date using the format mm/dd/yyyy* in the **Date** field. (Figure 4)

Figure 3

Figure 4



22. Click **Verify** to check the report for errors. (Figure 5)
23. Click **OK** to clear the **No Errors Found — Check Complete** dialog box. (Figure 6)
24. Click **Save**. The **Save document...** dialog box displays. (Figures 5 & 6)
25. Click **OK**. (Figures 7 & 8) The **New Change Request Form** screen displays the following message:  
*Your Fiscal Report has been **Saved** successfully.*  
*Change Request ID — 4XXXXXXXXX*
26. Click **Print/Save as PDF** to print or save the report, if desired. (Figure 8)  
**Note:** *Record the Change Request ID in order to recall the Fiscal Data Report to finalize and submit.*
27. Click **Home** to return to the **Powell Bill Reporting System** home page. (Figure 9)
28. Click **Edit Fiscal Data Report**. (Figure 10)

Figure 5

Figure 6

Figure 7

Figure 8

Figure 9

Figure 10



29. Ensure the *Fiscal Data Report number* displays in the **Change Request ID** column in the **Result List** section. (Figure 11)

**Note:** If the Fiscal Data Report number does not display, enter the number in the last **Change Request ID** column, then click [Search](#). (Figure 12)

30. Click the *Fiscal Data Report number* in **Change Request ID** column. The Fiscal Data Report displays.

31. Scroll to the bottom of the report, then click [Finalize & Submit](#). The **Submit document...** dialog box displays. (Figures 13 & 14)

32. Click [OK](#). The **Edit Change Request Form** screen displays the following message:  
*Fiscal Report has been **Submitted** successfully.*  
*Change Request ID — 4XXXXXXXXXX*  
**Note:** No scanned attachments are required.  
The report has been submitted to the Powell Bill Program for review. (Figures 14 & 15)

33. Click [Home](#) to return to the **Powell Bill Reporting System** home page. (Figure 15)

Change Request ID	Program ID	WBS Element	Agreement ID	User Status
4000013963	POWELLBILL_2017		2000056279	In Process by SR

Figure 11

Search: Grantor Change Request

Search Criteria

Transaction Type	is		
General Status	is		
Status	is		
Change Request ID	is	4000013963	
WBS Element	equals		
Agreement ID	is		

Figure 12

TO: SRPT SERVICES  
Received for Municipal Bonds & Notes ONLY - NOT Investment Purchase Contracts

	Start Code	Ends	Start Code	Term
Amount Outstanding Beginning FYB 1, 2018	30		42	
Issued During Fiscal Year	30		42	
Redemptions During Fiscal Year	40		44	
Amount Outstanding June 30, 2019	41	80	43	

Name:  Title:  Create Date:  Date:

[Verify](#) [Save](#) [Finalize & Submit](#)

Figure 13

Submit document...

Note:  
Once this has been submitted, it cannot be changed unless it has a status of RETURN.

Click (OK) to continue.  
Click (Cancel) to cancel.

[OK](#) [Cancel](#)

Figure 14

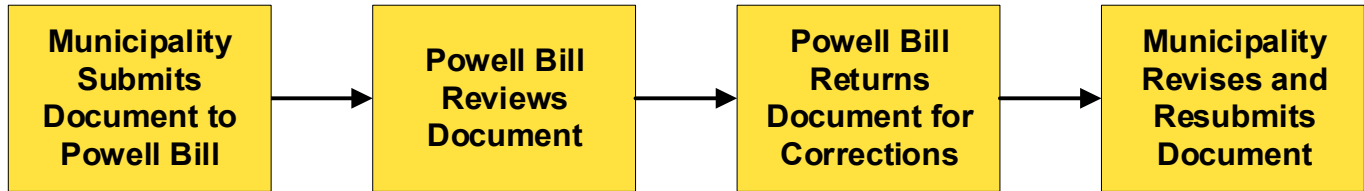
NCDOT **GRANTS** WELCOME LEO LEWIS

Edit Change Request - 4000013963

Power Bill Help  
Home  
Worklist  
Accounts  
Applications




**Confirmation**  
Your Fiscal Report has been Submitted successfully.  
Change Request ID - 4000013963  
Please click here to View & Print PDF [Print/Save as PDF](#)

Figure 15



Use this procedure to correct and resubmit any documents returned by the Powell Bill Program to your municipality.

**Note:** Since the Expenditure Report is returned most often, the steps below apply to that process.

1. Click the **Powell Bill Reporting System** tile. The **Powell Bill Reporting System Home** screen displays.
2. Click **Expenditure Report History** in the **Search** section. The Expenditure Report ID displays in the **Result List** section. (Figures 1 & 2)
3. Ensure *Returned* displays in the **User status** column.  
**Note:** Only documents with a status of "Returned" may be changed.
4. Click the *ID number* in the **Expenditure Report ID** column. The Expenditure Report displays. (Figure 2)
5. Make all necessary changes.  
**Note:** Ensure the total amounts in the **Summary** section match. (Figure 3)
6. Click  to check the report for errors. (Figure 3)
7. Click  to clear the **No Errors Found —Check Complete** dialog box.
8. Click . The **Save document...** dialog box displays. (Figure 3)

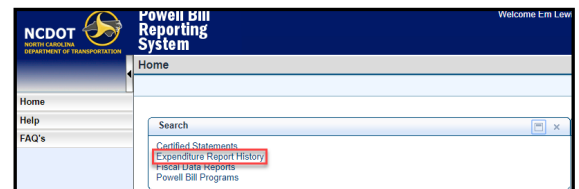


Figure 1

Expenditure Report ID	Grantee	Program Description	Powell Bill Contract ID	User status
400014010	TOWN OF EAST ARCADIA / RIEGEL	POWELLBILL_2017	2000006110	Returned

Figure 2

Summary		Amount
Revenue Total		\$29,465.66
Less Expenditure Total		\$29,465.66

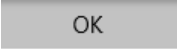
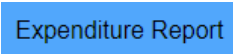



**BALANCE ON HAND AS OF JUNE 30, 2019 (RESERVED FOR POWELL BILL)**

☒ I, **Jester**, DO HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT.

Authorizing Name:  Jester Date(mm/dd/yyyy):  04/26/2019

Figure 3



9. Click  to clear the dialog box. The **Edit Change Request** screen displays the following message:  
*Expenditure Report has been Saved successfully.*  
*Change Request ID — 4XXXXXXXXXX*  
(Figure 4)
10. Record the saved Expenditure Report number to reference when attaching required documentation. (Figure 4)
11. Click . The Expenditure Report displays. (Figures 4 & 5)
12. Click  to print report. (Figure 5)
13. Click  to close the template form. (Figure 5)
14. Click  to return to the **Powell Bill Reporting System** home page. (Figure 4)
15. Obtain all required signatures on report as needed.
16. Affix seal to printed and signed report.  
**Note:** All raised seals must be shaded with a No. 2 pencil.
17. Scan signed and sealed statement.
18. Save file to your computer to attach. For additional instructions and screenshots, proceed to *Attach and Submit Expenditure Report* procedure.

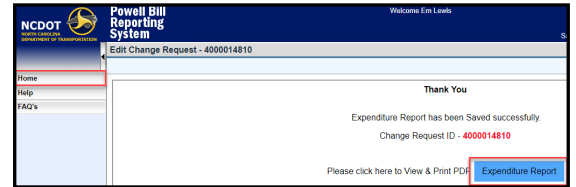


Figure 4

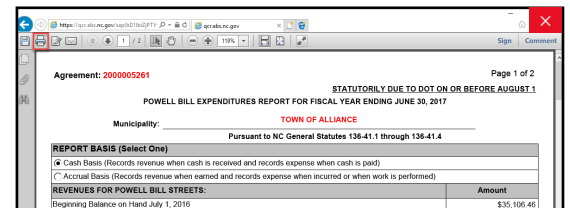


Figure 5



1. Click the **Powell Bill Reporting System** tile. The **Powell Bill Reporting System Home** screen displays.
2. Click **Certified Statement** in the **Create** section. The **Search: Grantor Agreements** screen displays. (Figure 1 & 2)
3. Click the appropriate **Agreement ID** in the **Result List**. The **Agreement: [ID number]** screen displays. (Figure 2)
4. Click the link in the **Program ID/Desc.:** field. (Figure 3)
5. Review the related Powell Bill documents that display in the **Attachments** section, if necessary. (Figure 4)

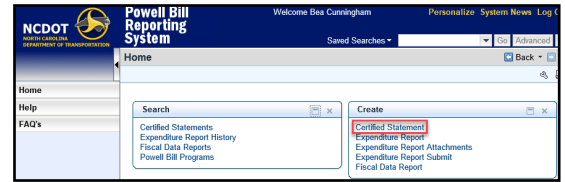


Figure 1

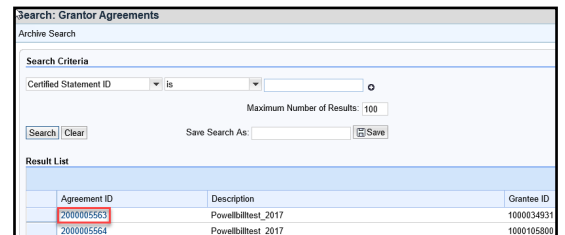


Figure 2

These documents include:

- Certified Statement (required)
- Streets Listing (required)
- Certified Map (>5 years old or street/corporate limit changes)
- Add/Delete Sheet (optional)

**Note:** The Add/Delete sheet can be found on the website along with additional information.

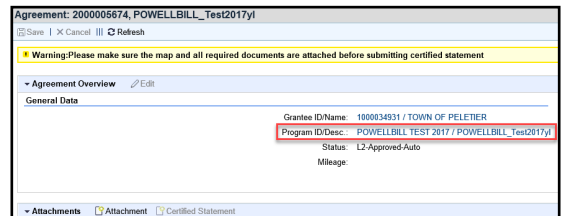


Figure 3

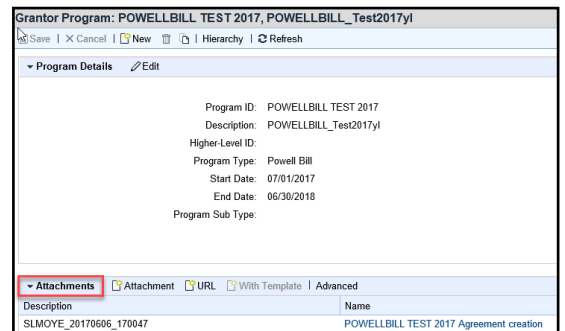


Figure 4